Teaching Portfolio

The teaching portfolio provides tangible evidence of your progression as a teacher. The information provided in this resource is not exhaustive, and not all elements are required. Like a CV, your teaching portfolio should be regularly updated.

1. **Title Page:** The title page should include the following:
   A. “Teaching Portfolio” title.
   B. Dates from beginning to present.
   C. Your name, institutional affiliation, and contact information.

2. **Table of Contents:** Complete this section last, and include all of the sections in your portfolio along with the corresponding page numbers.

3. **Teaching Philosophy and Development:**
   A. Summarize your teaching philosophy.
   B. Summarize a progressive narrative, including your present and past experience, responsibilities, and goals for teaching.

4. **Pedagogical Documentation:** Refer your audience to the appendices for developed syllabi, developed assignment descriptions, etc. Provide a section for each course, and include the following:
   A. Teaching responsibilities.
   B. Syllabus and course description—content, objectives, methods, and assessment means.
   C. Reading lists—text books, supplemental readings, websites, etc.
   D. Assignment descriptions and rubrics for assessment.
   E. Examinations and quizzes—graded and ungraded.
   F. Graded work from the best and poorest students with comments that you have made.
   G. Supplemental course materials, lecture outlines, and problem sets.
   H. Description and example of visual materials.
   I. Use of technology—presentations by PowerPoint, blackboard, webinar, etc.
   J. Video tape of your teaching.

5. **Assessment:** In this section, you will summarize and describe the assessment topics below and refer to the appendices. Include the following:
   A. Course assessment.
   B. Summarized student evaluations, including any written responses by the students.
   C. Peer evaluations by teachers who have visited your class and evaluated your teaching.
   D. Esteemed professors’ evaluations.
   E. Unsolicited letters from students and/or alumni.
   F. Letters from department chairs.
6. **Academic/Professional Development:** In this section, include any of the following:
   A. Participation in workshops, seminars, or professional meetings about teaching.
   B. Contributions to new course design.
   C. Implementation of new teaching or assessing methods.

7. **Contributions:** In this section, include any of the following:
   A. Publications in teaching journals.
   B. Conference presentations on teaching practices.
   C. Textbook committee work.
   D. Service on committees related to teaching.
   E. Service to colleagues.
   F. Participation in workshops, seminars, or professional meetings about teaching.
   G. Contributions to new course design.
   H. Implementation of new teaching or assessing methods.
   I. Service to curriculum development.

8. **Honors or Awards:** In this section, include any of the following:
   A. Departmental, college, or university awards received for teaching.
   B. Professional awards outside of the university.
   C. Speaking invitations based on teaching performance or contributions.

9. **Conclusion:** The conclusion should be a restatement of the teaching philosophy.

10. **Appendices:**
    A. Clearly number your materials in the appendices.
    B. Refer from the content of your portfolio to the appendices.
    C. Each section of your appendices will be labeled A, B, C, etc.
    D. Each item in each section will then be numbered A1, A2, A3, etc.